



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT # 15333
APO, AP 96205-5333

IMYN-HRP

29 JUL 2014

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY 11-4

MEMORANDUM FOR RECORD

SUBJECT: In and Out Processing for USAG-Y Department of the Army (DA) Civilians

1. **REFERENCES:**

a. Army Regulation (AR) 600-8-101, Personnel Processing (In-, Out- Soldier Readiness, Mobilization, and Deployment Processing), 18 July 2003.

b. Employee In and Out Processing Record.

2. **PURPOSE:** To establish policies and procedures, assign responsibilities, and provide guidance for in- and outprocessing for DA Civilian employees who are assigned to USAG-Y.

3. **APPLICABILITY:** This policy applies to all DA Civilian personnel assigned to USAG-Y as permanent party.

4. **GENERAL:**

a. Clearance procedures ensure incoming and outgoing personnel inprocess and clear all required agencies, and that they have made arrangements to settle all obligations before separation, retirement, or transfer to next duty station.

b. Those agencies that are involved with in- and outprocessing are required to review the content of this policy and develop in- and outprocessing procedures.

5. **RESPONSIBILITIES:**

a. The Director of Human Resources (DHR) has the responsibility to plan, coordinate, and supervise the in- and outprocessing activities of DA Civilians assigned to USAG-Y.

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b. All activities within USAG-Y with in- and outprocessing requirements will add their requirements to the existing USAG-Y checklist to ensure accountability.

6. **In and Out Processing:**

a. All incoming and outgoing DA Civilians must schedule a 30 (thirty) minute appointment to meet with the Garrison Commander and CSM.

b. All incoming and outgoing DA Civilians must come to the DHR Office to pick up their in and out processing record paperwork and must return it back to the DHR after completion.

7. The point of contact for this policy is the DHR at DSN 738-5017.



MARIA P. EOFF
COL, LG
Commanding

DISTRIBUTION:

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EMPLOYEE IN/OUT PROCESSING RECORD

This form will be completed by all civilian employees assigned to USAG Yongsan upon arrival / departure to / from Korea on permanent change of station travel, or upon termination of employment. Clearance should be completed by the last day of duty. Employees should visit each Directorate as instructed by DHR and obtain appropriate signatures. Failure to complete clearance may result in delayed port call/or delayed receipt of final pay.

NAME (Last, First, MI)

Organization & TEL NO.

REASON FOR DEPARTURE

DATE OF ARRIVAL

DATE OF DEPARTURE

NEW DUTY STATION

REPORTING DATE

DIRECTORATE

SIGNATURE

DATE

SIGNATURE

DATE

REMARKS

DPTMS - SECURITY

All required

DPTMS - Plans/Ops

For EEC/MEC only

IMO

All required

DRM - BUDGET

Payroll / DTS (All required)

DRM - MGMT

GPC / GTC only

DRM - MANPOWER

Manning (All required)

LRC

Hand Receipts holders & EEC (CIF) only

MAIL ROOM

Change of Address
Local Unit/Command
(All required)

RATION CONTROL
OFFICE

Ration Card
(All except spouse hires)

DIRECTORATE

Office keys

EMPLOYEE SIGNATURE

DHR REPRESENTATIVE

DATE

** Please return the completed form to DHR

** All in-coming and out-going personnel must schedule a meeting to see the garrison commander

** This form has been last updated 5 November 2014. V2